

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Aug16,2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	Media Placement Technologies	
Advertiser:	Lager/R/LT Governor	
Invoice #	933568-1	Net Invoice Amount
Invoice Date		Amount Paid
	Adjustment to Gross Billing	\$310
	Adjustment to Net Billing	\$ 263.50
AE Name:	Meredith Thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for 8/6-8/7

2x M-T Dr Phil 3p-4p 8/6-8/7 LUR Rebate from \$450 to \$350 Gross/Spot= \$200 gross Adjustment
1x M-T First News 6a-7a 8/6-8/7 LUR Rebate from \$350 to \$315 Gross/Spot = \$35 Gross Adjustment
1x M-T 6pm News 8/6-8/7 LUR rebate From \$525 to \$500 Gross spot = \$25 Gross Adjustment
1x M-T 630p ET 8/6-8/7 LUR Rebate from \$575 to \$525 Gross/Spot= \$50 Gross Adjusment

Revised invoice required? _____

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____

Updated 03/15/12